

## Good Shepherd Episcopal Church, Bluemont, Virginia – Meeting Notes

**Subject:** Virtual Vestry Meeting

**Date:** Thursday, 21 July 2022

**Attendees:** Judy, Tim, Josette, Cindy, Lois

**Start time:** 6:15 p.m.

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1. Opening prayer (Led by Tim Hall)

- Collect for Purity

2. Meetings

- a) 19 May: Vestry Meeting – No minutes from this meeting
- b) 18 June: VA Plan for Covenantal Giving

- i. Cindy and Josette reported that the meeting covered new procedures for determining pledge amounts, based on average of 3 previous years' operating income. Apportionment is to start at 8% for 2023, then 9%, then 10%. There is a 5-year plan, but no minutes were provided. We are already giving 10% so, as such, Josette and Cindy were dismissed early from the meeting while other churches needed to stay.

*ACTION: Tim follow-up with Webster for meeting report.*

- c) 11 July: Zoom Meeting w/ Rev. Cynthia McKenna (Judy, Lois, Tim)

- i. This was a good follow-up to our concern #1 provided for the covenantal giving meeting: "discernment of how we are to serve our community near and far." Cynthia will help us with this at our next meeting (see below).

- d) 27 August: In-person congregational meeting w/ Rev. Cynthia McKenna

- i. Cynthia will visit us from 9am to 11am on this Saturday morning and the whole congregation is encouraged to attend.

*ACTION: Tim obtain bio from Cynthia, work with her on agenda, make sure to encourage participation, and plan on refreshments.*

3. Deliverables

- a) 2021 Parish Audit: 1 Aug to Vestry, 31 Aug to Diocese

- i. Tim stated that he hopes to have the draft done by 8 August and then put it out for vestry review via email, prior to delivery to the diocese.

*ACTION: Tim & Cindy*

- b) 2023 Budget Request: 1 Aug to CCM

- i. We reviewed the current budget-to-actual report (as of 30 Jun 2022) and will use this as a starting point for developing next year's budget.

- ii. On the expense side, we will zero out the “Vicar’s Compensation” lines and instead increase the Supply Clergy and Mileage lines (to cover 3 Sundays a month plus additional hours).
- iii. We will also increase program expenses based on expenditures to date, as well as anticipated increases in telecommunication cost and increased use of the “Administrative:Other” line.

*ACTION: Tim, Cindy, Judy provide draft for vestry review by 1 Aug.*

c) 2023 Covenant: 1 Nov

*ACTION: Judy as the time gets closer. Judy anticipate “Sacred Ground” as being one of our major covenantal items for 2023.*

d) 2023 Diocesan Pledge: 30 Nov

- i. This will be a natural fall-out from our budget process.

4. Financial Status

a) Summary / highlights: Cindy

- i. Income YTD is just over \$32K, well ahead of our YTD budget (\$19K). Both pledge and plate are ahead of budget and there has been other, unanticipated income.
- ii. Expenses YTD are \$16.7K, right on target for anticipated spending if we discount the Vicar Compensation & Benefits, which is not happening.

b) 2022 budget to actual (to date): Tim

- i. Tim noted that we have not paid our Diocesan or Regional Pledges yet.
- ii. Judy said that Comcast costs have increased by ~\$20/month because our 1-year trial period ended.
- iii. Mileage reimbursement has increase by 4 cents, to \$0.625 per mile for the 2<sup>nd</sup> half of the year (clergy please note for your time reporting).

*ACTION: Cindy pay pledges*

c) Investment Fund status: Cindy / Tim

- i. We completed all the paperwork with Trustees of the Fund over the last couple of weeks. Cindy checked our online bank account during the meeting and found that the funds (\$22,000) had been transferred on 20 Aug.

*ACTIONS:*

*(1) Tim ask Ted Smith for recommendations on showing this transaction in our books.*

*(2) Cindy set up online tracking access and determine/recommend how to report investment fund information to the vestry.*

d) Other financial information:

- i. Tim noted that we have authorized ~ \$3,000 in tree work. Tim has negotiated a 10% church discount with TreeLife. Tim has contacted TreeLife to start the work, which is not yet scheduled.

- ii. We also need to replace the culvert at the end of our driveway. VDOT will install it for free, but we need to buy the culvert, which is ~ \$900.

*ACTION: We should approach neighbors about cost sharing.*

- iii. It was suggested that we authorize Rev. Martha to use the \$300 expense line item we have allocated for "Discretionary Fund". All present were in agreement.

## 5. Facility Maintenance and Improvements

### a) Prayer / Meditation Garden: Cindy / Tim

- i. Although not reported in the May/June financials, we received the \$5,000 Peter J. Lee Small Church Revitalization Grant money in July and it has been deposited in the HVAC (building) account.
- ii. The dead tree has been cut down. Clearing will take place the last week in July.
- iii. Cindy got a quote from Chris Craven for building a retaining wall of ~\$8,000 for wood or cinderblock. Tim has met with two stone masons and is trying to line up meetings with two more. No quotes to date. This may blow past our \$10K project budget.
- iv. We met with Mary Elizabeth Duncan on 11 July. She is a local scoutmaster and will work with us on providing volunteer labor in the fall when we get ready to plant and mulch.
- v. Any funds that are raised (via free will donations) at our July community picnic will be designated for the garden.

### b) Telecommunications and Hybrid Worship: Judy

- i. Judy provided a report on the newest hybrid (Live & Zoom) configuration. In order to take this effort to the next level we will need to spend addition funds for a better camera, another microphone, a computer, and peripherals, as well as paying for professional setup.
  - VESTRY DECISION: Tim made motion to authorize up to \$3K for hybrid worship hardware and labor. Lois 2<sup>nd</sup> the motion. Unanimous approval.

### c) Other Facility Issues: Tim

- i. We have replaced all our old lightbulbs with low energy, LED lightbulbs.
- ii. Bathroom tile was repaired and painting was completed for both bathrooms, doors, casing, and touch up in the basement.
- iii. We have purchased a new cellar door and a new screen door for the patio entrance at an approximate cost of \$300. Installation will be done on Friday, 7/22
- iv. No additional actions have yet been taken to freshen up our church sign and install a mailbox for 27 Good Shepherd Rd.
- v. Three estimates for repaving the driveway, parking lot, and handicapped parking area have been received. The first by John Edmonds a couple of years ago and now two recent ones by Tim. They all have come in at \$14k - \$15K. Given that concerns for parking was our #2 issue on our covenantal giving report, all were in

agreement that we should move forward on this project, but not before major garden work is done.

- VESTRY DECISION: Tim made motion to fund parking lot revitalization at \$15K based on timing with Meditation Garden project and warranty info. Cindy 2<sup>nd</sup> the motion. Unanimous approval.

*ACTION: Tim to obtain more detail regarding final costs and warranty information and move forward with getting on a contractor's schedule, especially given the 3-month scheduling lag.*

## 6. Outreach & Mission 2022

### a) Just Because It's July community picnic: Tim & Lois

- i. Lois said that some of her friends were saying they might not be able to come because it is going to be so hot. We decided we will make quite a bit of dining space available in the air conditioned Parish Hall, and perhaps a table in the basement. Lois was not sure what time David Carter (our chef) would be arriving, but said she would call him after the meeting to find out.
- ii. Eileen's husband, Dan, will be providing the music.
- iii. Josette will look for the rest of her pop-up tent. Cindy has a small one we can use, too, if needs be.
- iv. We will set up fans in various locations outside.

### b) Meditation Walks: Josette & Martha

- i. Josette (and others) have completed a flyer for the walks to take place this fall at Cool Springs. It will be available at the picnic and posted throughout town. We pondered whether to pay for advertising. Tim suggested that we should at least list it in the free calendar sections of the newspapers. Judy also suggested posting it on various local Facebook sites. Cindy wondered if we should hand out information about Good Shepherd, but it was decided to have it there and available if anyone asked, but not handed out to everyone.

*ACTION: Josette to coordinate getting entries in the Clarke Monthly calendar, starting with August addition.*

## 7. Closing: The Lord's Prayer (all)

**Meeting Adjourned: 7:25 p.m.**